

MOTOR VEHICLE

BUSINESS NAME:

		MOTOR VEHICLE 1	MOTOR VEHICLE 2	MOTOR VEHICLE 3	MOTOR VEHICLE 4
	Name of Employee				
	Vehicle Description <i>make, model and rego</i>				
If vehicle purchased through year	Date purchased				
	Purchase Price (inc. GST) <i>provide tax invoice</i>				
	Method of purchase <i>provide copy of the contract</i>	hire purchase / lease / cash	hire purchase / lease / cash	hire purchase / lease / cash	hire purchase / lease / cash
If vehicle was sold through year	Date sold				
	Sale Price (inc. GST) <i>provide copy of invoice/trade papers</i>				
	Odometer Reading as at 1 April 2022 <i>when first used</i>				
	Odometer Reading as at 31 March 2023 <i>when last used</i>				
	Business Use Percentage <i>as per log book</i>				
	Days unavailable for use <i>repairs, overnight office parking</i>				
Operating Expenses* for period 01.04.2021 - 31.03.2023 (Inc. GST)	Lease Payments <i>excl. hire purchase or loan repayments</i>				
	Fuel and Oil Costs				
	Repairs and Maintenance				
	Registration				
	Insurance				
	Other Expenses <i>aircon, stereos etc</i>				
	Expenses paid personally by employee/director				
Are these expenses in the above operating costs listing?	Yes / No	Yes / No	Yes / No	Yes / No	
Whether the vehicle is treated as shared vehicle?	Yes / No	Yes / No	Yes / No	Yes / No	

Shared Cars (shared cars are not reportable in an employee's payment summary)	If Yes please provide the name of the employee with whom it is been shared?				
	If Yes please provide the period during which it is been shared?				

*No need to complete if you're providing computerised accounting records